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Approved For Release 1999/09/27 : CIA-RDP86-00244R000100060007-3

9 July 1969

MEMORANDUM TO: Building Planning Staff Officers

SUBJECT : Office Procedures

1. In due time, but probably not for a month or two, it will be necessary to consider the Building Planning Staff (BPS) procedures. These will relate to internal administrative techniques, relationships between the BPS and other offices of the Agency, and relationships between the BPS and non-Agency offices and organizations. It can be argued that there would be an understanding in these matters passed by word of mouth. This is true, but since there is likely to be augmentation of the staff or changes in its composition from time to time it will be helpful to have our procedures written down, after they have been used for a period and found to satisfactorily meet the activities which they cover. Having procedures formalized facilitates office activities and contributes to efficient operations.

2. Mr. Robert Bannerman, DDS, has asked that this staff keep him and his office advised on a current basis of our efforts and progress being made. Presently two techniques are being applied toward meeting this request. The undersigned will meet periodically with the DDS and with Deputy DDS. The BPS will also submit thru the channel of the Weekly Report to the Director of Logistics succinct comments on the activities of this Staff. In order to enhance this effort and at the same time to provide information to key officers in the Office of Logistics, the Weekly Reports forwarded by the undersigned will be brief but as informative as possible.

3. In support of the Weekly Report to D/L and in order for the individual officers of the BPS to pace themselves and reflect individual progress and accomplishments, a simple Weekly Report will be submitted by each officer. It is not expected that this report would exceed one page at least in the early months of our efforts. As supporting efforts from outside offices evolve, the liaison and coordinating activities of the BPS officers may include a sufficient number of unique responsibilities that the officers' Weekly Report would go beyond a page. I will give attention to this reporting technique during the next few months and would like to incorporate any ideas toward simplification which anyone may suggest.

4. Attached to this memorandum is an example of a possible Weekly Report. It is requested that in each item the following points be considered and included unless they specifically do not apply:

a. Phase of Effort

- (1) Completed
- (2) Continued
- (3) Initialed
- (4) Preparatory steps (research)

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- b. Activity Identification
- c. Relationship to the BPS mission
- d. What is Being Done
 - (1) Assembling facts and statistics
 - (2) Preparing drafts
 - (3) Submitting report, schematics, memorandum, or letter
 - (4) Meetings
 - (5) Personal examinations or general observations thru visits

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Chief
Building Planning Staff, OL

Attachment

Distribution

- Orig - OL/BPS/Subject File (Objectives and Accomplishments)
- 1 - OL/BPS/Chrono
- 1 - OL/BPS/File: Weekly Report File

OL/BPS/[REDACTED]:jep/3553
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